

District Teacher of the Year Guidelines

The following is a sample schedule and program guide a district may use to administer its District Teacher of the Year (TOY) program. A district may use other methods to administer its District TOY program so long the items listed in bold, red font are completed. The items in bold, red font are required if the district wishes to ultimately nominate its District TOY for the ESA Regional TOY award.

Due By Superintendent/CEO Responsibilities

March 15	Every superintendent/CEO should ensure the District TOY Nomination Forms are available in all school district buildings and on the school district website, if possible. (The forms can also be posted in local newspapers, in banks, churches, grocery stores, etc.) Every Superintendent/CEOs should strongly encourage each of his or her schools to nominate a TOY.
April 14	Each Superintendent/CEOs should ensure that all District TOY Nomination Forms have been received from his or her schools. Each Superintendent/CEO office should review the District TOY Nomination Forms for completeness.
May 12	Each Superintendent/CEO office should use some method to select the District TOY. (A selection committee can be used to make the selection; such a committee may include persons involved education, parents, community members, etc.)
May 15	School districts may hold recognition events to honor their District TOYs. Each Superintendent/CEO should get the ESA Regional TOY Nomination Form to the District TOY.
June 1	Each Superintendent/CEO should ensure that the District TOY has completed and sent the ESA Regional TOY Nomination Form to the district's ESA director.

The District TOY Nomination Form and the ESA Regional Teacher of the Year Nomination Form are available online at <http://www.doe.sd.gov/oatq/distinguishededucators/TOY/index.asp>.

NOTE: Each district will need to enter its district information in the appropriate places on the District TOY Nomination Form before publicizing the form. Each district will need to enter its ESA information in the appropriate places on the ESA Regional Teacher of the Year Nomination Form before giving the form to the District TOY. For additional information contact Nicole Kranzler-Gacke by email at nicole.kranzlergacke@state.sd.us or by phone at 605-773-3426.